

**DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF N.C.T. OF DELHI
(ESTABLISHMENT BRANCH)**

No. **D.665 / DUDIN (ESH) / DUSIB / 2025**

Date:- **02/7/25**

CIRCULAR

It has been observed by undersigned that delays in the processing and disbursements of pension to retired employee's causes undue hardship and inconvenience. The incidents of delay in payment of pensioner entitlements also invites grievances, complaints from the retirees and family members of the deceased government servants and same has been viewed seriously by higher authority. In order to ensure that all eligible retired employees receive their pension benefit in timely manner the following directions are hereby given.

1. All concerned Dealing Asstt. shall make ensure the pension cases are processed, so as to finalize in stipulated period. All the retirement dues must be cleared/ released in time by the date of retirement.
2. The account section shall strictly adhere to timelines for verification and submission of pension paper to the pension sanctioning authority.
3. Any delay in submission of pension related documents should have valid reason.

All officers and staff concerned are directed to strictly comply with the above instructions to ensure timely payment of pension to the retired employees.


Pr. Director (Admn.)/B&FO

Copy to:-

1. All DDO's concerned. **thru DD(I T) web - sit ..**
2. AO (Pension)
3. AO (HQ)
4. AD(Estt)
5. Office copy

A.D.(IT)

Amn
31/7/25

Programmer

Secy
04/07/2025

Diary No. **756**
Date **2/7/25**
Computer Division (DUSIB)
Govt. of NCT of Delhi